

APPLICATION FOR EMPLOYMENT
UNITED STATES PROBATION OFFICE
DISTRICT OF COLORADO

Type or print all information. If your application does not provide all information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

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1. Job Title in Announcement: _____
 2. Lowest Pay Acceptable: _____
 3. Last Name: _____ First, Middle: _____
 4. Social Security Number: _____
 5. Place of Birth (Include City & State or Country):

 6. Date of Birth (mm/dd/yy): _____
 7. Other Names Used (Former name, maiden name, nickname, etc.):

 8. Present Address: _____
City/State/Zip: _____
 9. Phone Numbers (include area code) Daytime: _____
Evening: _____

10. WORK EXPERIENCE:

Start with your present or most recent job and work backwards, describing each job you held during the past 10 years.

If you were unemployed for longer than 3 months within the past 10 years, list the dates and your addresses in an experience block. You may sum up in one block work that you did more than 10 years ago, but if that work is related to the type of job you are applying for, describe each related job in a separate block. Include non-paid work if the work is like the job you are applying for.

If you need more experience blocks, use a sheet of paper (include your name, Social Security Number and item number on each sheet).

a) Job Title: _____
Classification Grade/Level (*If in Federal Service*): _____
From (mm/yy): _____ To (mm/yy): _____
Salary: \$ _____ per _____ Hours per Week: _____
Employer's Name: _____
And Address: _____
Supervisor's Name: _____
And Phone: _____
Reason for Leaving: _____
Description of Work: _____

b) Job Title: _____
Classification Grade/Level (*If in Federal Service*): _____
From (mm/yy): _____ To (mm/yy): _____
Salary: \$ _____ per _____ Hours per Week: _____
Employer's Name: _____
And Address: _____
Supervisor's Name: _____
And Phone: _____
Reason for Leaving: _____
Description of Work: _____

c) Job Title: _____
Classification Grade/Level (*If in Federal Service*): _____
From (mm/yy): _____ To (mm/yy): _____
Salary: \$ _____ per _____ Hours per Week: _____
Employer's Name: _____
And Address: _____
Supervisor's Name: _____
And Phone: _____
Reason for Leaving: _____
Description of Work: _____

d) Job Title: _____
Classification Grade/Level (*If in Federal Service*): _____
From (mm/yy): _____ To (mm/yy): _____
Salary: \$ _____ per _____ Hours per Week: _____
Employer's Name: _____
And Address: _____
Supervisor's Name: _____
And Phone: _____
Reason for Leaving: _____
Description of Work: _____

you first.).....YES[] NO[]

EDUCATION:

12. Mark Highest Level Completed:	Some HS	[]	Bachelor	[]
	HS/GED	[]	Master	[]
	Associate	[]	Doctoral	[]

13. Last High School or GED School: _____

City/State/Zip (if Zip known): _____

Year Diploma or GED Received: _____

14. Colleges and Universities Attended:

a) Name: _____

City/State/Zip: _____

Semester Credits Earned: _____ Major(s): _____
(or)

Quarter Credits Earned:

Degree (if any): Year Received:

b) Name: _____

City/State/Zip: _____

Semester Credits Earned: _____ Major(s): _____
(or)

Quarter Credits Earned: _____

Degree (if any): _____ Year Received: _____

c) Name: _____

City/State/Zip: _____

Semester Credits Earned: _____ Major(s): _____
(or)

Quarter Credits Earned: _____

Degree (if any): _____ Year Received: _____

Attach a copy of your college transcript(s) if you are applying for a probation officer or probation officer assistant position.

OTHER QUALIFICATIONS:

15. Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). Job-related certificates and licenses (current only). Job-related honors, awards and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do not send documents unless requested.

REFERENCES:

16. List three people who are not related to you and are not supervisors you listed under item 10 who know your qualifications and fitness for the kind of job for which you are applying. At least **one** should know you well on a personal basis.

a) Name of Reference: _____

And Address: _____

And Phone: _____

b) Name of Reference: _____

And Address: _____

And Phone: _____

c) Name of Reference: _____

And Address: _____

And Phone: _____

BACKGROUND INFORMATION:

17. Are you a U.S. Citizen?.....YES[] NO[]
If "NO", give the country of your citizenship: _____
18. Were you ever a Federal civilian employee?.....YES[] NO[]
If "YES", give highest civilian grade/level: _____
19. Have you ever served on active duty in the United States Military Service?.....YES[] NO[]
If "YES", attach a copy of your DD 214, Notice of Separation.
20. For this item, report information regardless of whether the record has been "sealed" or otherwise stricken from the court record. The single exception to this requirement is for certain convictions under the Federal Controlled Substances Act for which the court issued an expungement order under the authority of 21 U.S.C. § 844 or 18 U.S.C. § 3607.
- a. Have you ever been charged with or convicted of any felony offenses (including those under the Uniform Code of Military Justice), any firearms or explosives offenses, or any offenses related to alcohol or drugs? *If "YES", use item 25 to provide the date, offense, action taken, and the name and address of the law enforcement authority or court involved.....*YES[] NO[]
- b. In the last 10 years, have you been subject to court martial or other disciplinary proceedings under the Uniform Code of Military Justice? (Include non-judicial, Captain's mast, etc.) *If "YES", use item 25 to provide the date, offense, action taken, and the name and address of the law enforcement authority or court involved.....*YES[] NO[]
- c. Are there currently any charges pending against you for any criminal offense? *If "YES", use item 25 to provide the date, offense, action taken, and the name and address of the law enforcement authority or court involved.....*YES[] NO[]
- d. In the last 10 years, have you been charged with or convicted of any offenses not listed in response to a, b, or c above? *If "YES", use item 25 to provide the date, offense, action taken, and the name and address of the law enforcement authority or court involved.....*YES[] NO[]
21. Have you ever been fired from any job for any reason, have you quit after being told that you would be fired, have you left any job by mutual agreement because of specific problems, or have you been debarred from Federal employment by the Office of Personnel Management? *If "YES", use item 25 to explain.....*YES[] NO[]

22. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) *If "YES", use item 25 to provide the type, length, and amount of the delinquency or default and steps that you are taking to correct the error or repay the debt.....***YES**[] **NO**[]
23. Do you have any relatives who are Judges, Officers or employees of the United States Courts? *If "YES", use item 25 to provide their names, positions, and relationships to you....***YES**[] **NO**[]
24. Do you receive, or have you ever applied for, retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service?.....**YES**[] **NO**[]

CONTINUATION SPACE:

25. Provide details requested in items 20 through 23 in the continuation space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses.

APPLICANT CERTIFICATION:

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information given on or attached to this application may be grounds for not hiring me or firing me after I begin work. I understand that any information I give may be investigated.

Signature: _____ Date Signed: _____

